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. 28 FEB 1984

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

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(27 February 969)

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I hereby acknowledge the receipt of the following forms and/or infor separation from CIA as indicated by check mark:	mation concerning my
Standard Form 8 (Notice to Federal Employee about Unemploy	yment Compensation).
2. Standard Form 55 (Notice of Conversion Privilege, Federal Life Insurance).	Employees' Group
3. Standard Form 56 (Agency Certification of Insurance Status Group Life Insurance Act of 1954).	s, Federal Employers'
4. Standard Form 2802 (Application for Refund of Retirement I	Deductions).
5. Form 2595 (Authorization for Disposition of Paychecks).	
6. Applicable to returnee (resignee from overseas assignment)  I have been advised of my right to have a medical examy separation from this Agency and of the importance check to my health and well-being.  Appointment arranged with Office of Medical Services.  Appointment for Office of Medical Services examination	amination before of such a medical
7. I have been informed of "conflict of interests" policy of foresee no problem in this regard concerning my new employ	the Agency and
8. Form 71 (Application for Leave).	
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Forces Duty).	Performing Armed
10. Instructions for returning to duty from Extended Leave or a Service.	Active Military
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Executive Registry

1 7 APR 1969

Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

An you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wisning you well and hoping that you find the years shead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years shead.

Sincorely,

Richard Holms
Richard Holms
Director

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

Request for Voluntary Retirement

Ouy Vitale

- 1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Head-quarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2. years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Readquarters Regulation 20-50].

Robert & Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

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MEMORANDUM FOR: Mr. Cay Vitale

20 October 1965

THROUGH

: Head of D Career Service

SUBJECT

: Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.
- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in me way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Head-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Enmett D. Echols Direc r of Personnel

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DATE REVIEWED 28. PROFILE REVIEWED AV	
6 Feb 1969 hc	

			<del></del>	EMPLOYEE	SERIAL I	NUMBER
FITNESS REPORT				0036	320	
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1. HAME (Last) (First) (Middle)	2. D4	TE OF BIRTH	J. SE A	4. GRADE	5. 50	
Vitale, Guy		16/17	M	08	D	
6. OFFICIAL POSITION TITLE	1 _	F/DIV/BR OF		_	T STATION	
Intelligence Asst.		P/WH/COG		Hqs.		
9. CHECK (X) TYPE OF APPOINTMENT  X CARLEN BESERVE TEMPORARY	110. 6	HECK (X) TYPE	OF REPORT			
	<del>  _</del> _	INITIAL				SUPERVISO
CAREER-PROVISIONAL (See Instructions - Section C)  SPECIAL (Specify):	<u>  X</u>	ANNUAL		HEAS	SIGNMENT	EMPLOYE
11. DATE REPORT DUE IN O.P.	12. 8	PORTING PER		0-)	<del></del>	
July 1968		l July 6		-	8	
SECTION B PERFORMANCE			<del></del>			<del></del>
W · <u>Wock</u> Performance ranges from wholly inadequate to positive remedial action. The nature of the act probation, to reassignment or to separation. D	ion cou Describe	ld range from a action taken (	ounseling, or proposed	ia further tra In Section (	aining, to	placing on
A - Adaquate Performance meets all requirements. It is entire excellence.	•	_			•	ncy nor
P - Proficient Performance is more than satisfactory. Desired		• .	duced in a p	proficient m	anner.	
S - Streng Performance Is characterized by exceptional pro- O - Outstanding Performance is so exceptional in relation to re- others doing similar work as to warrant special	quireme	nts of the work	and in som	parison to t	ha perform	ance of
SPECIF	IC DU	ries			***************************************	
List up to six of the most important specific duties performed duri manner in which employae performs EACH specific duty. Conside with supervisory responsibilities MUST be rated on their ability to SPECIFIC DUTY NO. 1	ONLY Superv	offactiveness iso (indicate n	in performa umber of en	nce of that players sup	duty. All	RATING
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PECIFIC DUTY NO. 3						RATING
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PECIFIC DUTY NO. 4					3.	RATING LETTER
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PECIFIC DUTY NO. 5				,		RATING LETTER
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PECIFIC DUTY NO. 6		<del></del>	<del></del>			RATING
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OVERALL PERFORMANCE	E IN C	URRENT PO	SITION	·		
ake into account everything about the employee which influences ormance of specific duties, productivity, conduct on job, cooperaticular limitations or talents. Based on your knowledge of emp	his effo	ctiveness in h	is current pe personal tra	its or hobit	s, and	RATING LETTER
lace the letter in the rating box corresponding to the statement wh						P

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current parities keeping in proper perspective their relationship to overall performance. Since suggestions made for improvement of work performance. Give recommendations for training. Commant on noteign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commended in applicable. If extra space is needed to complete.

Section C, attach a separate sheet of paper.

Mr. Vitale since he was assigned to me Anitially on a parttime basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D	
1.	CERTIFICATION AND COMMENTS
<u> </u>	BY EMPLOYEE
DATE	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT
2/18/68	SIGNATURE OF EMPLOYEE
2. /	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
9	
DATE .	OFFICIAL TITLE OF SUPERVISOR TYPED OF PRINTED NAME AND SIGNATURE
18 Jaly	But King
3.	BY REVIEWING OFFICIAL Alva King
I concur in th	es evaluation of this employee as presented above.
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ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/NH/COG/OS Those t. Farrent

. For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Convent on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of many period or supervivory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on it appliedle. If extra space is needed to complete Section Crattach a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

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SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
25 aug 67	SIGNATURE OF EMPLOYEE	
2. //	// BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
12		
25 August 1967	Section Chief, PM Operations	Ernest Chiocca
3.	BY REVIEWING OFFIC	TAL .

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED HAME AND SIGNATURE
20 440 4000		John John Son Services
2 8 AUG 1957	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-l:849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VITALE, Guy, nmi

- 1. Cover arrangements are in process, and//// have been completed for the above-named Subject.

Chief, Central Cover Division

ce: SSD/OS

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"PAY ADJUSTMENT IN ACCOMPANCE WITH SECTIONS 212 AND 216 25 SECTION AND EXECUTIVE DROLE 11413 PURSUENT TO ACT HOLDER FOLL AS AMENDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-OCL DIRECTIVE DATED 9 ECTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE GIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NEW OLD : SERIAL ORGN. FUNDS GR-STEP SALARY SALARY NAME GS 08 5 \$ 7,781 003620 51 500 V VITALE GUY

PPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

NAME

OFD NEH SERIAL ORGN. FILVOS GRESTEP SALARY SALARY MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL R9-301 PURSUART TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT OF 1949, AS APENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

## GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87#793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS,

NAME

VITALE GUY

SERIAL OHGN FUNDS GR-ST SALARY SALARY
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560 OBSOLETE PREVIOUS EDITION REPLACES FORM 3600. AND 360b.

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IN ACCOPDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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OFFICIAL PERSONNEL FOLDER

NOTIFICATION OF PERSONNEL ACTION   1. Serial No.   2. Name (Last-first-Middle)   3. Date Ol Birth   4. Vet. Prof.   5. Sex   0. CS - EOD   7. Name (Last-first-Middle)   3. Date Ol Birth   4. Vet. Prof.   5. Sex   0. CS - EOD   7. Name (Last-first-Middle)   7. School   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Name (Last-first-Middle)   7. Na	$\alpha = -1$	thirtie)
1. Serial No.   2. Nome (Last-Firm-Middle)   3. Date Of Birth   1. Vet Prof.   5. Sev.   6. CS - EOD   5. Second   7. ScD   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.   1. Vet Prof.	NOTIFICATION OF PER	SONNEL ACTION
Source   Source   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Station   Statio		3 Day O(B) L 14 V . 6 / 15 / 15 / 15 / 15 / 15 / 15 / 15 /
10   16   17   13   18   1   N   1   O9   13   49     7.   SCD     10   24   12   No. 2   1   O5   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   No. 2   O Other Legal Authority   10   Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   O Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority   10   Other Legal Authority	1. Serial (No. 2. IName (Last-Hist-Midale)	
No   Da   Vr   Vr   Vr   1   Code   No   2   1   50 USCA 403	L	10 16 17 10 Pt.2 1 M 1 09 13 49
10   28   42   No - 2   1   50 USCA 403 J   No - 2   2		
PREVIOUS ASSIGNMENT   14. Organizational Designations   DOP   EE   ATHENS STATION   OPERATIONS STAFF   RECORDS INTECRATION SECTION   9231   ATHENS, GREECE   29501   18. Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   18.   Position No.   19. Serv.   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series   20. Occup. Series	No. D3. Yr. Yes 1 Code 10 24 42 No 2 1 50 USCA 403 J	
DOP   EE   ATHENS STATION   OPERATIONS STAFF   RECORDS INTECRATION SECTION   5231   ATHENS, GREECE   29501   137. Position Title   137. Position Title   138. Position No.   139. Serv.   20. Occup. Series   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   180. Position No.   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809	PREVIOUS ASSI	
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OPERATIONS STAFF   RECORDS INTEGRATION SECTION   5231   ATHENS, GREECE   29501	== 1 /.1	
RECORDS INTEGRATION SECTION   5/231   ATHENS, GREECE   29501		/
12. Pepti. Field   17. Position Title   18. Position No.   19. Serv.   20. Occup. Series   18.   18.   18.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.   19.		ATHENS GREECE 20501
1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   03   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   0301,28   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809   1809		
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### SECTION C

### NARRATIVE COMMENTS

Indicate significant strengths or weakinesses demonstrated in current position keeping in proper perspective, their relationship to Indicate significant strengths or weaknesses demonstrated in current position in proper types their matricians must be improvement of such performance. Give recommendations for training. Comment on foreign language competence, if required for current position. A polify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duries and cost consciousness in the use of personnel, space, equipment and funds, must be commented on a applicable. If extra space is needed to complete Section C, attach a separate wheel of paper.

Mr. Vitale since he was assigned to me infitially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant, quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way In addition Mr. Vitale's valuable background necessary. knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

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### SECTION C/Continued

### NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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SECT	ION B		·		PERFORMAN					
W - <u>)</u>	<u>Meak</u> Adequate	po sit	ive remedial a tion, to reass	ction. ' ignment	The nature of the ac or to separation.	tion cou Dosctib	ld range from coun i action taken or p	seling, i roposed	rating in this catego to further training, to in Section C. zed noither by defici	placing on
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	trong				ed by exceptional p		•			
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p			y progra	_	t and agent	. 201	11103 101	tue	mancu s	s
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PECIF	IC DUTY NO				,					RATING LETTER
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Assists in conduct of input to Cuban I.S. Machine Records Program.									P	
SPECIFIC DUTY NO. 8									RATING LETTER	
21 ***										
\$1 AUG 1967										
OVERALL PERFORMANCE IN CURRENT POSITION										<u> </u>
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ormano articul	ce of speci for limitatio	fic du nsort	ties, productly alents. Based	rity, co Ion you	nduct on job, coops ur knowledge of em	rativen playee'	ss, pertinent peri Loverall performs	sanal tra nce duri	osition such as per- lits or habits, and ng the rating period, evel of performance.	P
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### NARRATIVE COMMENTS.

Indicate significant strengths or weaknesses demonstrated in current position heeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify of explain rottings given in section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on the opplicable. It extra space is needed to complete section C, attached separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban and provided the firmuch with vary useful

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D	CERTIFICATION AND C	OMMENTS
	BY EMPLOYEE	
1.	CERTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT
24 aug 67	SIGNATURE OF EMPLOYEE	
2 /	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	I TO EMPLOYEE, GIVE EXPLANATION
12	• •	•
25 August 1967	Section Chief, PM Operations	Ernest Oniocca
	BY REVIEWING OFFI	CIAL
3.		•

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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DATE	<del></del>		OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
•	3 8 AUG 1957	•	C/WH/COG/MO	Robert A. Ortman

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SECTION C	NARRATIVE COMMENTS	in the second personstive their relationship to
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

ا فين من المدينة معمد المدينة معمد المدينة معمد المدينة SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demanstrated in current position keeping in proper particles their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Cummon overall performance competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of munagerial or supervisory duties must be described, if U!'L EB 12 00 PH 125 applicable.

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in pricing and orienting new officers. He continues to do an exceptional job car in assisting his office on a most complex project where 🐯 many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D	CERTIFICATION AND COM	MENTS
SECTION D	BY EMPLOYEE	
i.	RTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
13 July 65	SIGNATURE OF EMPLOYEE	<u> </u>
(1) (00)	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT OF NOT BEEN SHOWN TO	DEMPLOYEE, GIVE EXPLANATION
46 months	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF SUPERVISOR	Cilic to Stuly
1361 1845	C/WH/C/HO/PH	Calvin Hicks
3.	BY REVIEWING OFFICIA	L
supervisor; ther	efore, would rate subject	same rating scale as the ct one letter lower in the performance. Subject is lient "stay-on-the-job"
approach.		
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DAYE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PHINTED HAND AND PURE

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FITNESS REPORT				EMPLOYEE		
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	ENERAL			<del></del>		· · · · · · · · · · · · · · · · · · ·
VITALE Guy	16 0	e of Birth	3. SEX	GS-08	5. SD	
6. OFFICIAL POSITION TITLE Ops Officer		DP/SAS	SSIGNMENT	8. CURRENT		
. CHECK (X) TYPE OF APPOINTMENT		CK (X) TYPE	OF REPORT	Washin	gron,	D.C.
CAREER RESERVE TEMPORARY	. 10	NITIÁL		REASS	IGNMENT	SUPERVISO
CAREER-PROVISIONAL (See instructions - Section G)  SPECIAL (Specify):		NNUAL		RE 483	IGNMENT	EMPLOYE
II. DATE REPORT DUE IN O.P.		PECIAL (Spec				
31 July 1964	1 Ju	ulv 196	3 - 30	June 1	984	
ECTION B PERFORMANC	E EVAL	UATION		- Cunc 1.	-	
W - Weak  Performance ranges from wholly inadequate to s positive remedial action. The nature of the acti probation, to reassignment or to separation. D  A - Adequate  Performance meets all requirements. It is entire excellence.	Describe a	range from c ction taken c	ounseling, t or proposed	o further tra in Section C.	ining, to	placing on
						ency nor
P - <u>Proficient</u> Performance is more than satisfactory. Desired 5 - <u>Strong</u> Performance is characterized by exceptional pro-	d results a	aro boing pro	duced in a p	roficient ma	nner.	
S - Strong Performance is characterized by exceptional pro O - Quistanding Performance is so exceptional in relation to require the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement	oficiency.	. of the week				
others doing similar work as to warrant special	recognitio	on.	aud Iu comi	parison to the	perform	once of
SPECIFI ist up to six of the most important specific duties performed during	IC DUTIE					····
Processes name traces and clear agent 201 files.		,				RATING LETTER
Conducts research for preparation	lon of	report	s and p	lans.		RATING LETTER S
Maintains office files on a comp	plex p	project	•	<u>.</u>		RATING LETTER
Prepares cable or dispatch repli	ies to	name	trace r	equests	•	RATING LETTER P
CIFIC DUTY NO. 5						RATING
Records Officer - Insures compli					f	P
CIFIC DUTY NO. 6 CO documents.				· · · · · · · · · · · · · · · · · · ·		RATING
						LETTER
AVECUL SESSES			· .			
OVERALL PERFORMANCE		· · · ·				
e into account everything about the employee which influences himance of specific duties, productivity, conduct on job, cooperaticular limitations or talents. Based an your knowledge of employee the letter in the caring box corresponding to the statement which AUC 1354.	oriveness,	pertinent p	ersonal trai	is or habits, g the rating rel of perforn	and	RATING LETTER
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explicitly alless oven in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervised current has to be described, if

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Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND C	OWNENTS
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A.	
DATE	SIGNATURE OF EMPLOYEE	S, AND C OF THIS REPORT
uter 23, 64	I Then Wita	ti <sub>e</sub>
<b>2.</b> / J	V BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
34 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1964		I delice to the
15 0dly 1504	C/WH/SA/MOB/PM	Calvin W. Hicks
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TE	LOSSICIAL TITLE	
20 1 100	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED OR PRINTED NAME AND SIGNATURE
28 July 1964	C/WH/SA/MOB	Colonel Arthur A. Maloney

14-00000

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5)	fitness report					003620		
SECTION A				NERA				
I- NAME	VITALE	(Firet) Guy	(Middle)	1	Oct. 1917 Male	OS-8	DE 8. SD	
6. OFFICIAL POS		<u> </u>		7. 01	F/DIV/BR OF ASSIGNMEN	/ ·		•
				1	P/S. A. S.		Washing	
9. CHECK (X) TY	PE OF APPOINTME	NT .		17. C	HECK (X) TYPE OF REPO	RT		
CAREER	RESERVE		TEMPORARY	T - T	INITIAL	Ŕ	EASSIGNMENT	SUPERVIS
CAREER-PE	OVISIONAL (See !	natructiona	· Section C)	X	ANNUAL	M	E ASSIGNMENT	EMPLOYE
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II. DATE REPORT					EPORTING PERIOD (From-	-	٠.	
31 July	1903		OF DE OP		July 1962 to 30 J	me Tac	) 5	<del></del>
SECTION B		9:	PERFORMANO					<del></del>
W - <u>Weak</u> A - <u>Adequate</u>	positive remedia probation, to rea	l action. T ssignment	the nature of the ac or to separation.	tion cau Describe	less than satisfactory, ld range from counseling action taken or propose Isfactory and is characte	, to further d in Soctio	r training, to on C.	placing or
	excellence.							
P - Proficient			atistoctory. Desire ed by exceptional p		s are baing produced in a	proficien	t mannet.	
S - <u>Strong</u> O - <u>Outstanding</u>	Performance Is a	o exceptio	•	quireme	nts of the work and in co	mparison i	to the perform	nance of ,
	<del></del>	<del></del>	SPECIF	IC DU	TIES			· · · · · · · · · · · · · · · · · · ·
manner in which er with supervisory re	mployee performs esponsibilities M	EACH spe	cific duty. Conside	r ONL	ating period. Insert rati offectiveness in perform ise (indicate number of e	rance of th	hat duty. All	employee
SPECIFIC DUTY NO	h 1							LETTER
Processes 201 files		ces an	d clearance	es.	Traces and mai	ln <b>tain</b> :	s agent	3/0
SPECIFIC DUTY NO	. 2							RATING
Conducts	research	for pr	eparation o	f re	ports and plan	18.		S
PECIFIC DUTY NO	. 3				<del></del>	<del></del>		RATING
								LETTER
Maintains	office f	iles o	n a complex	pro	ject.			S
PECIFIC DUTY NO	. 4							RATING
Prepares	cable or	dispat	ch replies	to n	une trace requ	ests.	•	P
PECIFIC DUTY NO.	. •		<del></del>					RATING
								LETTER
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PECIFIC DUTY NO.	. •					· · · · ·		RATING
		•				•		LETTER
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	<del></del>	UTERAL	LFERFURMANC	E JIN C	UNKERT PUBLITUR		<del></del>	RATING
ormance of specif articular limitation	ic duties, produc is or talents. Ba	tivity, cor	nduct on job, coope it knowledge of em	rative ne playee's	ectiveness in his current ess, pertinent personal i averall performance du it accurately reflects his	traits or he wing the r	abits, and ating period,	LETTER
9 AUG 1963							•	

SECTION C MARRATIVE COMMENTS

14-00000

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of week performance: Give recommendations for training. Commendate on toroign language competence, if required for current position. Attitude of bless of the provide best basis for determining future personnel action. Manner of performance of managerial of superitisary duties must be described, if applicable.

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that have mature and many years experience with the Agency have made him of much more immediate value than most of his collectues in the GS 7-9 level. Consequently, although he has made G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
Pene 13,63	Juny fitale	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
22 mths.		TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF SUPERVISOR	Cim a plant
12 June 63	DC/SAS/MOB/FM	Calvin W. Nicks
3,	BY REVIEWING OFFIC	IAL
or from the manner as to whether the if they were perfo additional duties	hing to detract from the in which he performs to nature of his duties was rmed in an outstanding of a more demanding nat weigh his performance	the value of subject's duties them, I do have strong doubts urrant promotion to GS-9 even manner. During the next year ture will be placed on subject under those circumstances
DATE	OFFICIAL TITLE OF REVIEWING OFFICE	AL TYPED OR PRINTED NAME AND SIGNATURE
1/12/12	C/SAS/MOB/FM	Charles W. Patt

MANCE IN CURRE	NT POSITION
of employee's over	ess in his current positivation traits all performance during traits in the performance during traits in the performance during traits in the performance during traits in the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performa
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FITNESS REPORT	T EMPLOYEE SERI	AL NUMBER
	003620	١.
SECTION A	GENERAL	
1. NAME (Leet) (First) (Middle	2. DATE OF BIRTH 3. SEX 4. GRADE 3. SO	<del></del>
VITALE Guy	16 Oct. 1917 !!   G3-7	11
6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT S. CURRENT STAT	ION
Intella issta	DDF/TFA/F: fr. Jash. D	
S. CHECK (X) TYPE OF APPOINTMENT	10. CHECK IXI TYPE OF REPORT	
CAREER RESERVE TEMPORARY	INITIAL REASSIGNME	NT SUPERIOR
CAREER-PROVISIONAL (See Instructions - Section C)	ANNUAL REASSIGNME	
SPECIAL (Specify):	SPECIAL (Specify):	
	12. REPORTING PERIOD (From- 10-)	
SECTION B PERSONN	1 Sept. 1961 to 30 June 1962	. ,
FERFURM	ANCE EVALUATION	<del></del>
A - Adequate Performance means all requirements. It is excellence. P- Proficient S - Strong O - Outstanding Performance is an exceptional in selection.		to placing
others doing similar work as to warrant spe	icial recognition.	rmance of
SPE	CIFIC DUTIES	
Processes name traces and clearance agent 201 files.	es - Traces and maintains	B/O
ECIPIC DUTY NO. 2		BATING
Conducts research for preparation of	of reports and plans.	LETTE
,	,	B
CIFIC DUTY NO. 3		
		RATING
	•	LETTER
Mainteine applan all		1
Maintains office files on a complex	project.	8
Prepares cable or dispatch: replies	to name trace requests.	RATING LETTER
CIFIC DUTY NO. 3		1
Insures compli	iance with CS Records, Directives	RATING LETTER
Records Officer - and authorizes	destruction of CS documents.	A
		RATING
OVERALL PERFORMAN	CE IN CURRENT POSITION	
Into occount everything about the employee which influence ance of specific duties, productivity, conduct on job, coop cular limitations or talents. Based on your knowledge of er the letter in the rating box corresponding to the statement w		RATING LETTER
AE .	ÓBOLE I	1

SECTION C . NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign larguage competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if opplicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND COM	MENTS
1	BY EMPLOYEE	
I CI	ertify that I have seen sections A, B, A	IND C OF THIS REPORT
Gun 21, 1962	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
10 MONTES		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	TFW/PM/OPS	C.W. HICKE
3.	BY REVIEWING OFFICIAL	*
COMMENTS OF REVIEWING OFFICIA		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	DC/TFW/PM	C.W. MATT

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		15.		(When	FIIL	ed In)			<del>,</del>			22.27.15	GA	
63011	•	FITHE	SS RE	PORT					EMPL	OYEE	SERIA	Fran	9 E M	
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SECTION A					NER	DATE OF BII	7 M		3. SEX			4. OR	DE	
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e.	AREER STA	FF STATUS			- 9,-				OF RE					•
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10. DATE PEPORT DUE	IN O.P.	THUM	TING P	SIAG CT	, SP	ECIAL (Speci	117)				٠			
SECTION B		EVALUA	TION (	OF PERFOR	MAN	CE OF SP	ECIFIC	CDUT	ES					
List up to six of the monner in which employed with supervisory response.	nost importa yee perform insibilities	at specific	dution	performed dur	ing th	e rating per	iod. In	sert rat	ing nun	nber w of that seuper	hich b duty. vised).	All d	scribe mploy	s the
1 - Unsatisfactory	2 - Bare	ely adequate	• 3	- Acceptable		Campetent		xcellen	6 -	Superi	01	7 - 0		
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				RATING	SPE	CIFIC DUTY	NO. 9						R	TING
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employed for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assyming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and B to provide the best basis for determining future personnel actions:

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fnuction as an agent handler is extremely commendable. Subject is able to communicate equally well with this or low level agents. He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F	SECTION F CERTIFICATION AND COMMENTS						
1.	BY EMPLOYEE						
	rtify that I have seen Sections A, B,	C, D and E of this Report.					
28 Foly 62 SIGNATURE OF EMPLOYEE / italy							
2.	J BY SUPERVISOR						
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William J Graver

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/EE/Germany

DATE

23 Nov 60

### Section 3. Comments of Reviewing Official:

14-00000

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.

William J. Graver Chief, EE/Germany

SECTET

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Co

Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services Jobs and daties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

Chief, EE Logistics

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Pre 1960 FRQ & Certifications for insurance and retirement

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SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

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DATE May 1970